

# HSPD-12 PIV-1

## DOC PCIF Issuer

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### Role:

Initializes and personalizes PIV cards and delivers PIV cards to authorized Applicants (either directly or via a Remote Issuer).

### Must Be:

- A Federal employee or designee (e.g., contractor)
- Authorized in writing by the PCIF Manager
- Trained on PCIF Issuer responsibilities
- PIV card holder

### Location-Specific Details:

PCIF's Operation Plan/procedures further delineate details of the PCIF Issuer's duties at each location.

### Acronyms:

HSPD-12: Homeland Security Presidential Directive – 12

NAIC: National Agency Check with Inquiries

OSY: Office of Security

PCIF: PIV Card Issuing Facility

PIV: Personal Identity Verification

## QUICK START

### On-Site Employees/Contractors

#### **1. Confirm:**

- Validity of the PIV request and approval notification received from PIV Registrar.
- Approval notification is consistent with results of background investigation provided by the Registrar.

#### **2. Create** and personalize the PIV card using the information provided by the Registrar.

#### **3. Verify** individual appearing in person is the Applicant by comparing State or Federal-issued photo ID with Applicant. Ensure picture and name match the PIV card.

#### **4. Have** Applicant sign PIV Request Form (Section E) accepting the PIV card and related responsibilities.

#### **5. Complete** and sign PIV request form (Section D).

#### **6. Return** completed PIV Request Form to the Registrar.

### Remote Employees/Contractors

#### **1. Confirm:**

- Validity of the PIV request and approval notification received from PIV Registrar.
- Approval notification is consistent with results of background investigation provided by the Registrar.

#### **2. Create** and personalize the PIV card using the information provided by the Registrar.

#### **3. Submit** to the Remote Issuer by secure delivery means (e.g., Registered Mail/FedEx) the newly personalized PIV card.

### Renewals:

**Same as above.**